

Kansas Veterans of World War II Oral History Projects

Sponsored by the Kansas State Historical Society

Second Round -- Fall 2005

Application Instructions

The 2005 Kansas Legislature appropriated \$150,000* for grant projects to record the experiences of Kansas veterans of World War II. The Kansas State Historical Society will administer the program. Grants may be awarded to the following types of organizations:

1. Not-for-profit organizations that have tax-exempt status under section 501 (c) of the federal internal revenue code of 1986
2. a state educational institution as defined by K.S. A. 74-3201 b and amendments thereto
3. a degree or certificate granting private college located in the state
4. a local, municipal, or state historical agency

The deadline for applications is **January 6, 2006**. All projects must be completed by May 1, 2007, and all funds must be expended by the end of the project. Grant proposals may request a **maximum of \$25,000**. Grant funds may be used to purchase equipment to record oral history interviews (audio or video) but **not** for any other equipment. Please direct questions to Pat Michaelis, Library and Archives Division, 785-272-8681, ext. 270, or pmichaelis@kshs.org.

Requirements for All Proposed Projects

Cost Sharing

Some cost sharing (either in-kind or cash or a combination of both) is required of all applicants.

Number of Interviews

Based on costs for standard oral history projects, a ratio of approximately eight interviews to every \$2000 of project costs (grant funds and cost share) is expected.

Deposit of Recordings, Transcripts, and Release Forms

At the end of the project, all original recordings (unedited versions), digital copies of transcripts, and release forms should be placed in the Kansas State Historical Society Library and Archives Division. Copies also must be placed in a local public archives with regular public hours where the interviewee lives, such as a library or historical society/museum, unless the applicant is such an institution. For projects covering a large region or the entire state, this will mean working with a number of local groups. In addition, a copy of the interview must be made and given to the interviewee. The cost of these copies may be included in the request for funds or as part of the local match. The Kansas State Historical Society will also share a copy of the recording and transcript with the Library of Congress's Veteran's History Project. The cost of making this copy will be covered by the Kansas State Historical Society. **Note:** The Kansas State Historical Society will work with each successful applicant to determine the format in which the recordings and copies are submitted to the Kansas State Historical Society and the local archive.

Release Forms

A release form signed by the interviewee and the interviewer must be prepared for each interview. The release form must include permissions for all of the repositories involved—Kansas State Historical Society, Library of Congress Veteran's History Project, and the local repository. If the institution receiving the grant also intends to maintain copies of the interviews, in addition to depositing them with a local institution, that information should also be stated in the release form. Release forms ensure that future researchers will be able to read and reproduce the interviews. Copies of all release forms are needed for each of the institutions receiving a copy of the interview. A sample release form is provided.

Transcriptions

All interviews, which are part of this project, must be transcribed. Transcriptions are the easiest way for researchers to access the material contained in oral histories. Either volunteers or special

* The anticipated \$150,000 in grant funds could be reduced if across-the-board FY 2006 budget cuts are imposed.

assistants hired with grant funds may create the transcripts. Transcription is a time-consuming process (allow three to four hours clerical time for each hour of tape).

Orientation/Training

Participation in an orientation/training session conducted by the Kansas State Historical Society will be required of all successful applicants. The Kansas State Historical Society will cover the costs associated with attending this session. During this training session, information will be provided on oral history interviewing techniques, including standard best practices for oral history projects, oral interviewing ethics, and necessary paperwork (releases, field notes, etc.). Kansas State Historical Society staff will also work with representatives from each project to determine technical requirements for the copies to be shared, information to be submitted for the shared database, and reporting requirements.

Reports

Successful applicants will be required to submit narrative and fiscal reports every six months as well as a comprehensive narrative and financial report upon completion of the project.

Indirect Costs

No grant monies can be used for non-itemized "indirect costs."

Encouraged But Not Required

Cost Sharing

To make these funds go as far as possible, grant applicants are encouraged to provide cost share (either in-kind or cash or a combination of both) equal to or exceeding the amount requested. While this equal match is not a requirement, the amount of match provided will be one of the criteria reviewed.

Partnerships

Applicants are encouraged to develop cooperative projects among several institutions within in a community, county, or region.

Post-grant Activities

Applications that demonstrate plans for continuing to collect oral history interviews after grant funds have been expended are encouraged.

Please use the instructions below to prepare the application.

Part A is considered your cover sheet. Please use the template available on the KSHS web site or create your own cover sheet that provides the requested information. **Part B**, the Project Narrative, is usually four to six pages (10 pages maximum) in length, double-spaced. **Part C**, the Budget, is an additional one or two pages. Appendices may be attached, such as letters of support from project partners. Your release form should be included as an appendix. **Please submit 6 copies of the entire application to the Kansas State Historical Society, Attn: WWII Oral History Grant Program, 6425 SW 6th Avenue, Topeka, KS 66615.**

A. Sponsor Information

1. Name and Address of the Sponsoring Organization(s)
2. Phone Number, E-mail Address, Website Address, and Fax Number
3. Name of the Authorizing Official: (director/chief administrative officer of the organization)
4. Signature of the Authorizing Official: (original required on one copy only)
5. Address, Phone Number, E-mail Address, and Fax Number: (if different from 3 & 4 above)
6. Name of the Project Director: (person who will oversee the project and complete reports)
7. Address, Phone Number, E-mail Address, and Fax Number: (if different from 3 & 4 above)
8. Name of the Bookkeeper: (must be different from the project director)
9. Address, Phone Number, E-mail Address, and Fax Number for the Bookkeeper: (if different from 3 & 4 above)

10. Amount of Grant Request
11. Amount of Cost Share Provided
12. The Number of Interviews Planned
13. Project Starting Date/Ending Date

B. Project Narrative

Please answer **all** of the following questions. The responses should be numbered to correspond to the question and should provide enough detail to demonstrate your ability to conduct a successful oral history project.

1. **Who is the sponsoring organization?**
Tell us briefly about your group. How long have you been in existence, what are your goals, how large is your staff and/or your key group of volunteers?
2. **What is your project plan?**
Tell us about your plans for conducting this oral history project, providing a clear picture of what will take place, including the time frame. What techniques and methodologies will you employ? Include an explanation of **how and where the interviews will take place** (in homes, audio taped or videotaped, etc.) and who will be conducting the interviews.
3. **Why is your project important?**
Discuss some of the central questions the interviews will try to answer. Do you expect the project to have lasting value for your organization, for your immediate community, and/or for others?
4. **Who else is involved in the project and what will they do?**
List the individuals who will help carry out the project and briefly explain what they will do. Be sure to list the project director and anyone who will be paid with grant funds or play a major volunteer role. If a job requires special skills, briefly explain the qualifications of the person who will perform it. If your project will have historical advisors, please list them and their institutional affiliation as well as their areas of expertise.
5. **Identification and disposition of other project related materials**
It is likely that during the interviews **other materials** (letters, diaries, photographs, and artifacts) may be offered for copying or donation. Each application should include information on how these materials will be handled. If the sponsoring institution is going to offer these materials to a local historical society or public library special collection, the application will need to include a letter of support from the local institution indicating their willingness to accept this role and information about the local institution's capability to care for these materials. If a local institution is unavailable or unwilling to accept these materials or if the donor prefers, these materials may be offered to the Kansas State Historical Society. Letters, diaries, photographs, and most paper-based items will be accepted. Offers of donations of artifacts will be handled on a case-by-case basis by the Kansas Museum of History. If the applicant intends to work with the Kansas State Historical Society, please indicate that on the application.
6. **Oral history interview training/experience**
Describe how the interviewers will be trained or include information to demonstrate previous oral history interviewing experience.
7. **Interviewee identification**
Include a list of people you hope to interview or a description of plans for identifying WWII veterans to be interviewed. The proposed interviewees should be as diverse as possible representing all branches of the service, combat and non-combat experiences, all races, male and female, etc.
8. **Geographic coverage**
Explain the geographic area to be covered by the project—city, county, multi-county, statewide, etc. Given applications of equal quality, geographic distribution across the state may influence the final decisions about who receives awards.
9. **Sample interview questions**
Include a list of sample interview questions. In addition to documenting the veteran's military experiences, the interview should try to elicit how serving in World War II impacted the veteran's life. For example, many servicemen met and married their wives after meeting them near a military post, through mutual military service, etc. If they were injured, their recovery progress could be documented. Skills they learned in the military

might have influenced their career choice after the war. Many World War II veterans attended college and bought homes using GI Bill benefits. The impact of this benefit resulting from military service should be explored. The interview should also include basic information about the interviewee, date of birth, parents, siblings, education, wife, children, etc. so the military experiences can be placed in a broader perspective of the interviewee's life.

10. How will you share your project with the community and ensure public access to the results?

Tell us how you plan to share the results of your project. Where will the project materials (recordings and transcripts) be housed locally once the project is over, and how will public access be provided?

C. Budget Instructions

Create a budget estimate for your project, using the budget form provided on the KSHS web site or in a spreadsheet that presents the information in a similar manner. The budget should have two columns: one showing KSHS Grant Funds, and the other for Cost Share (donated goods, time, services, equipment use; cash cost share is not required). In the space immediately below each item, show how you calculated its value. Remember, the total Cost Share must be equal to or greater than the grant funds requested.

1. Project Staff

Show here the value of the time the project director, bookkeeper, historical consultant and other members of your organization who will devote time to planning, research, coordination, etc. Use a rate of \$10/ hour for volunteers and actual hourly rate for paid staff. Staff members may be partially paid with Grant Funds a) if he or she is not employed full time by the sponsoring organization and b) if he or she will play a significant role in the project activities beyond administration. The bookkeeper's time is always donated as Cost Share. Finally, list any staff that will be hired specifically for the project and show the amount they will receive.

2. Travel & Per Diem

Show here the cost of travel, meals, and lodging for the staff and /or consultant. Travel funds may be requested for staff to travel to sites within Kansas. Rates are \$.29/mile for car travel, \$23/day for meals, and \$63/night for motel. Local, in-town travel counts toward Cost Share.

3. Supplies & Equipment

Show here the cost of consumable supplies you will purchase (audio tapes, acid-free folders, boxes, etc., but not furniture such as filing cabinets) as well as the value of supplies you will donate (paper, pads, pencils, etc.). Equipment directly related to recording interviews such as audio or video recorders may be purchased with grant funds with an explanation of why the necessary equipment cannot be provided in another way. It is preferred, however, that applicants include the cost of equipment as part of the cost share whenever possible.

4. Duplicating & Printing

Show here your costs for duplicating announcements, reports, tapes, and transcripts, etc. Include the cost of making a complete set of tapes and transcripts to give to the interviewee, the Kansas State Historical Society, and a local repository in this category.

5. Local Facilities

Show under Cost Share the value of donated meeting and/or office space, and local telephone costs. Grant funds may be requested for long distance telephone calls.

6. Other

Include here other costs essential to the project that are not identified above.

7. Totals

Proposals may request a maximum of \$25,000 in grant funds.

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Sponsor Information (Cover Sheet)

Name of Sponsoring Organization(s)					
Address					
Phone			FAX		
Email			Website		
Name of Authorizing Official (director/chief administrative officer of the organization)					
Signature of Authorizing Official (original required on one copy only)					
Address					
Phone		FAX		Email	
Project Director (person who will oversee the project and complete reports)					
Address					
Phone		FAX		Email	
Bookkeeper (must be different from the project director)					
Address					
Phone		FAX		Email	
Amount of Grant Request					
Amount of Cost Share Provided					
Number of Interviews Planned					
Project Start Date				Project End Date	

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Budget

Name of Applicant:

For Part C of your application, create a budget for your project using this form or a spreadsheet that presents the information in a similar manner.

	Grant Funds	Cost Share	
		In-Kind	Cash
1. PROJECT ADMINISTRATIVE STAFF	\$	\$	\$
Project Director: _____ hours x \$_____/hr			
Bookkeeper (cost share only): _____ hours x \$_____/hr.			
Other staff: [name], [title]: _____ hours x \$_____/hr.			
Other staff: [name], [title]: _____ hours x \$_____/hr.			
Volunteers: _____ hours x \$10/hr.			
2. TRAVEL & PER DIEM	\$	\$	\$
[name], [destination] _____ roundtrips x _____ miles each x \$.29/mi. _____ days x \$23/day for meals _____ days x \$63/day for lodging			
[name], [destination] _____ roundtrips x _____ miles each x \$.29/mi. _____ days x \$23/day for meals _____ days x \$63/day for lodging			
3. SUPPLIES & EQUIPMENT	\$	\$	\$
[item], [quantity] x \$_____ each			
[item], [quantity] x \$_____ each			
4. DUPLICATING & PRINTING	\$	\$	\$
_____ copies of [description] x \$_____ each			
_____ copies of [description] x \$_____ each			
5. LOCAL FACILITIES	\$	\$	\$
Telephone: _____ months x \$_____/month (cost share only)			
Long distance calls: \$_____			
Office space: _____ months x \$_____/month (cost share only)			
6. OTHER	\$	\$	\$
[Explanation]			
7. TOTAL GRANT FUNDS & COST SHARE	\$	\$	\$

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Application Review Criteria

- Completeness of the application
- Ability of the requesting organization to administer the grant
- Geographic distribution (projects representing most parts of the state)
- Demonstrated understanding of oral history interviewing techniques and best practices
- Realistic plan of work
- Budget that is sound and appropriate for the scope of work outlined
- The amount of match/cost share (either in-kind or cash or a combination of both) provided
- Quality of sample interview questions
- Quality and diverseness of projected interviewees
- Preference will be given to projects that take a cooperative approach among several institutions within a community, county, or region
- Preference will also be given to projects that demonstrate an ongoing plan to collect oral history interviews after the grant project is completed